



# CEA

## CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DEPARTMENT:** CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**POSITION TITLE:** CEA 4, ASSISTANT GENERAL COUNSEL,  
LEGAL DIVISION  
(PROGRAMS SERVED: PERSONNEL, LABOR RELATIONS, CIVIL RIGHTS/EEO,  
AND THE COMMUNITY CARE LICENSING AND CONTINUING CARE PROGRAMS)

**SALARY:** \$5,768 - \$9,287

**FINAL FILE DATE:** OCTOBER 7, 2004

(COMPETITORS WHO FILED APPLICATIONS DURING THE RECRUITMENT PERIOD OF 9/17/04 - 9/24/04 DO NOT NEED TO REAPPLY. YOUR APPLICATION WILL REMAIN IN THE APPLICANT POOL AND WILL BE CONSIDERED ALONG WITH THOSE RECEIVED DURING THIS RECRUITMENT PERIOD.)

### DUTIES AND RESPONSIBILITIES

Under the general direction of the General Counsel/Deputy Director, the CEA 4 has broad discretion and independence in the performance of his/her duties. The CEA 4 is required to have extensive contacts both within and outside the Department. As an expert in the laws relating to Personnel, Labor Relations, Civil Rights/EEO programs, and the Community Care Licensing and Continuing Care Programs, the CEA 4 regularly consults with and advises the Director, the Chief Deputy Director, all Deputy Directors, and program managers in all the Divisions of the Department. The CEA 4 has frequent contact with Deputy and Assistant Attorney Generals regarding departmental litigation. The CEA 4 also supervises the work of subordinate attorneys.

### EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page summary of qualifications. Therefore, it is critical that each applicant include specific information on how his/her background, knowledge, and abilities meet the minimum qualifications and desirable qualifications. Based on the committee's evaluation of

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**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

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**EXAMINATION INFORMATION (CONTINUED)**

the competitive group, interviews may be conducted with only the most qualified candidates. Candidates will be ranked competitively and notified of examination results.

It is anticipated that examination interviews may be held during **October 2004**. Each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview with the Director/Chief Deputy Directors.

**MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

Membership in The State Bar of California (Applicants must have active membership in The State Bar before they will be eligible for appointment) **and**:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

**DESIRABLE QUALIFICATIONS**

Applications will be screened on the basis of knowledge, experience and potential to meet the following desirable qualifications:

- a. In depth knowledge of the laws, regulations, and departmental policies related to Personnel, Labor Relations, Civil Rights/EEO, and the Community Care Licensing (CCL) and Continuing Care Programs.
- b. Ability to perform the most complex and sensitive work related to Personnel, Labor Relations, Civil Rights/EEO, CCL programs and Continuing Care Program.
- c. Ability to formulate, recommend and evaluate departmental policies related to these programs and advise executive staff and program managers on related complicated issues/decisions.
- d. Ability to review legislative analysis, regulations, legal opinions, pleadings and other documents drafted by subordinate staff.

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**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

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**DESIRABLE QUALIFICATIONS (CONTINUED)**

In addition, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of legal principles and their applications; legal research methods; court procedures; rules of evidence and procedure; administrative law and the conduct of administrative hearings; provisions of California and federal law; Welfare and Institutions Code, Health and Safety Code, Penal Code, principles of constitutional law; the legislative process and rule making procedures for adoption of regulations; policy development process; and the principles of public administration, management and supervision, state budgeting and general administrative procedures. Knowledge of the Department's Equal Employment Opportunity Program, and of the processes available to meet equal employment opportunity objectives.
- (2) Ability to develop and analyze policies related to employment law and a variety of Community Care Licensing programs and the legislative implications of such policies, legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft opinions, regulations and legislation; independently present difficult and complex cases in court; and maintain programmatic knowledge essential to administer, organize, and direct the work of a large staff of attorneys and other support staff and effectively represent the Department.

The knowledge and abilities indicated above for the **CEA 4** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

All interested applicants should file an Application for Examination (STD 678) with the:

California Department of Social Services  
Personnel Bureau, Exam Unit  
744 P Street, MS 15-59, Room 1516  
Sacramento, CA 95814

Applications must be postmarked **no later than** the final file date of **OCTOBER 7, 2004**. Applications postmarked, personally delivered, or received via office mail after the final file date will not be accepted for any reason. All applications **must** include a one-page summary of qualifications identifying major accomplishments and experience that specifically demonstrates competitiveness for this position. Resumes are optional and do **not** take the place of the one page-summary of qualifications.

Questions concerning the exam process should be directed to Estela Hernandez  
at (916) 654-9563.

Questions regarding the position should be directed to Kathy Ertola  
at (916) 654-2242.